

**US DEPARTMENT OF HOMELAND SECURITY
TRANSPORTATION SECURITY ADMINISTRATION**

INTERIM HUMAN RESOURCE MANAGEMENT GUIDANCE

DATE: November 12, 2003

SUBJECT: Interim HR Guidance on Salary Determinations for Transportation Security Screeners, SV-0019

THIS GUIDANCE SUPERSEDES THE INTERIM HR GUIDANCE ON SALARY DETERMINATIONS FOR TRANSPORTATION SECURITY SCREENERS, SV-0019, DATED APRIL 26, 2002

1. General

Transportation Security Screeners protect air travelers and commercial aviation by identifying dangerous or deadly objects in baggage or cargo and preventing those objects from being transported onto aircraft. They may use various types of electronic detection and imaging machines for this purpose, for example, they may use X-ray machines, trace detection machines, walk-through metal detectors, and hand-held metal detectors. They may also perform physical searches of baggage or cargo and pat-down searches of airline passengers. Screeners facilitate the orderly flow of passengers through screening checkpoints, communicate and advise supervisors on security weaknesses or vulnerabilities related to their areas of work, and assist in inquiries/investigations of security issues related to airports.

The minimum salary offer for an Transportation Security Screener is the minimum rate of Pay Band D, currently \$23,600. In addition, Transportation Security Screeners will receive the locality pay or Cost of Living Allowance (COLA) for the geographic area of the permanent duty station airport.

2. Creditable Experience Requirements and Salary Determinations for Offers Above the Minimum

Except as provided below, new appointments will be made at the minimum rate of Pay Band D, currently \$23,600.

Appointments may be made at a rate above the minimum rate of Pay Band D when applicants have specialized experience that demonstrates that they possess the skills and abilities to successfully perform the duties of the position. Specialized experience must be in or related to the work of the position to be filled.

a) Criteria for experience determinations:

- i. Specialized experience must be directly related to the work of passenger and baggage screening functions.
- ii. Experience must be current or within the last year.

b) Procedures:

- i. Interview the applicant to determine that the experience is directly related to the work required of the Transportation Security Screener position and involves applying technical knowledge and managerial experience of screening functions. Examples of work that include screener functions are operating x-ray equipment, trace detection, physical searches, computer-aided tomography, aviation checkpoint, calibration and

maintenance on security equipment, and inspections. (Creditable work experience can be found in various occupations like airline security, airline ground security (GSC), and law enforcement positions.)

- ii. Document the applicant's experience on the attached decision tool.
- iii. Review pay documents provided by the applicant to determine current base salary. For an unemployed applicant with a firm offer of a higher paying position, review the offer document committing to the higher paying employment, and document the salary on the attached decision tool.

3. Salary Offer Determinations:

- a) The appropriate TSA representative must sign all salary offers. A TSA Management Official must approve all salary offers above the midpoint of the Pay Band. (In most cases, a TSA Management Official will be on-site.)
- b) If an applicant does not meet the creditable specialized experience criteria, the salary offer must be at the minimum pay rate for the pay band, plus locality pay or COLA for the geographic area of the permanent duty station airport.
- c) If an applicant meets the creditable experience criteria **and** the current base salary, or written offer of a position with a higher base salary, is below or at the midpoint, then pay will be established to match the applicant's current or offered base salary.
- c) If an applicant meets the creditable experience criteria and current base salary, or written offer of a position with a higher base salary, is above the midpoint, then, with the approval of a TSA Management Official, pay will be established to match the applicants base or offered salary.

Filing Instructions: File with HRM 300 Letters, Guidance and Bulletins

Distribution: TSA affiliated HR Offices, TSA Assistant Administrators, Office Directors

POC: TSAHR/Jan Karicher/(571) 227-2828

DECISION TOOL
FOR
CREDITABLE EXPERIENCE AND SALARY OFFER
TRANSPORTATION SECURITY SCREENER

Identify applicants additional work experience. Determine the specialized experience required for the position.

NAME	SSN		BASE SALARY <u>Current or most recent</u>
WORK EXPERIENCE			SPECIALIZED EXPERIENCE YES OR NO

SALARY OFFER: \$ _____

LOCALITY PAY ADJUSTMENT: \$ _____

TOTAL SALARY OFFER \$ _____

HUMAN RESOURCE REPRESENTATIVE _____ TSA REPRESENTATIVE _____